



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1300.4H
G-1
22 Jan 03

AIR STATION ORDER 1300.4H

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: TEMPORARY ASSIGNMENT OF MILITARY PERSONNEL TO THE DIRECTOR
OF FACILITIES

Encl: (1) Bimonthly Quota Assignments
(2) Summary of Personnel and Equipment Requirements for
Facilities Maintenance Department

1. Situation. To provide a work force within Facilities Maintenance Department (FMD) for daily police of areas aboard MCAS Cherry Point, which have not been assigned to a specific unit for routine police.

2. Cancellation. AirStaO 1300.4G.

3. Mission. Marines from various Directorates will be temporarily assigned to FMD to provide assistance enabling FMD to carry out its assigned mission.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Assignment of military personnel to FMD is necessary to enable FMD to conduct some of the functions tasked to the department. Rather than permanently assigning valuable Marines to augment FMD, Marines from various directorates throughout MCAS Cherry Point will be used to temporarily provide assistance to FMD. Desired end state is a program that rotates Marines on a bimonthly basis to FMD, minimizing the impact on the permanent directorate to which the Marine is assigned, yet still enabling FMD to carry out its assigned mission.

(2) Concept of Operations. This Order delineates guidance required for the effective management of the Air Station Police Detail and assignment of personnel to fulfill quota assignments.

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b. Tasks

(1) Directorates. Designate Marines to be assigned to the Air Station Police Detail as listed in enclosure (1).

(2) Military Personnel Officer. Coordinate the assignment of Marines to the Director of Facilities for the periods designated in enclosure (1).

(3) Facilities Maintenance Department

(a) Conduct daily police of areas which have not been assigned to a unit for police.

(b) Provide for augmentation of the beautification and appearance enhancement efforts of the Air Station.

(c) Provide seating accommodations in support of the Air Station's ceremonies.

(4) Motor Transport Officer (MTO). The MTO will provide one vehicle to FMD for use by the Air Station Police Detail on a permanent basis.

c. Coordinating Instructions

(1) Marines assigned to Category II Fleet Assistance Program are prohibited from being assigned to the Air Station Police Detail.

(2) Two Lance Corporals or below will be assigned to the Air Station Police Detail for 2 months. Marines assigned to the police detail will have a valid state driver's license and full Air Station driving privileges. These Marines will report for duty on the first day of the month assigned. Personnel relieved of duty will return to their regular duties on the following day. Replacements are required for personnel who must be reassigned prior to normal termination of this duty.

(3) Names of nominees for this duty will be submitted to the Military Personnel Chief by the 15th of the month prior to assignment. Marines will be assigned bimonthly by a Station Special Order.

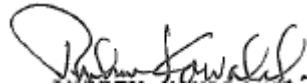
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5. Administration and Logistics. None.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is not applicable to the Marine Corps Reserve.



ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A

BIMONTHLY QUOTA ASSIGNMENTS

<u>MONTHS</u>	<u>ORGANIZATION</u>	<u>GRADE</u>	<u>QUOTA</u>
Jan-Feb	Operations & G-6	LCpl or below	1 each
Mar-Apr	Supply & 5DIS	LCpl or below	1 each
May-Jun	Operations & 8Man/JLC *	LCpl or below	1 each
Jul-Aug	Supply & DPMO	LCpl or below	1 each
Sep-Oct	Operations & VMR-1	LCpl or below	1 each
Nov-Dec	Supply & HHS	LCpl or below	1 each

* 8MAN will fill quota for May and JLC will fill in quota for Jun

SUMMARY OF PERSONNEL AND EQUIPMENT REQUIREMENTS
FOR
FACILITIES MAINTENANCE DEPARTMENT

PERSONNEL REQUIREMENTS

TOTAL NUMBER OF AUGMENTS REQUIRED: 2 LCpls or below
PERIOD ASSIGNED TO DETAIL: 2 month period
DUTY ASSIGNMENT: Air Station Police Detail

EQUIPMENT REQUIREMENTS

SOURCE OF EQUIPMENT: Motor Transport
ASSIGN TO: FMD
EQUIPMENT ASSIGNMENT: (1) Truck, ½ Ton pick-up
QUALIFICATIONS: The truck must be equipped
with flashing warning lights.